New Employees - Welcome to WPI!

**Michael Kemezis** - Access and Outreach Archivist - Library Services  
**Brian Murphy** - Development Officer - University Advancement  
**Kate Renaud** - Director of Development - University Advancement  
**Brianne Ross** - Associate Director of Alumni Relations - University Advancement  
**Jennifer Zajac** - Development Services Gift and Biographical Coordinator - University Advancement

**Retirement Counseling**  
Fidelity:  
Wednesday, May 27, 2015  
Peterson Room  
Call:  
1-800-642-7131 for an appointment  
or make a reservation using the Online Reservation tool

**TIAA/Cref:**  
Thursday, May 28, 2015  
Peterson Room  
Call:  
1-800-732-8353 for an appointment.

**Sullivan, Garrity &**

**Congratulations** to Kate Beverage from the Academic Technology Center and Jim MacDonald from Information Technology!  
They both received a Spot Award for going above and beyond in their job duties.

Have you sent someone a High Five yet? Fill out the short form to have it sent directly to the High Five recipient and their supervisor.

This is a special time of year for us in Human Resources ...
Donnelly: Mondays by appointment. call Bob Blute at (508) 453-2549. Get a quick quote for your insurance needs!

Wellness Corner

We are almost halfway through the year - don't forget about the Wellness Rewards Program! Check out our website for the rewards challenges, TV workouts, and mindfulness exercises.

we recently enjoyed our Long Service Awards dinner for those employees celebrating their long service with WPI, and our 2nd annual ice cream social took place last Friday. We want to congratulate our long service award recipients, our Spot Award winners over the past year, and our Trustee Award for Outstanding Staff Member winners, Margaret Brodmerkle and Jennifer Cluett.

Thanks for everything you all do to make WPI such a great place to be!

Check out additional photos on our Employee Recognition page!

Reminder - WPI will be continuing the tradition of a summer work schedule beginning Monday, 5/18/15 and ending Friday, 8/21/15. For more information, please see the memo posted on the HR site.

Wellness Offerings

Saving for College
5/18/15 at Noon, Hagglund Room, Campus Center
Register to learn more about 529 plans, college loans, cosigning loans, additional vehicles to generate savings, and free programs that people may not know about.
ID Theft
6/30/15 at 1:00 PM, Hagglund Room, Campus Center
Register for this session to learn more about how to protect your credit, how to monitor your credit, the most common places ID theft occurs, what to do if your identity is stolen, and protecting your child’s credit.

Make the Most of Social Security Webinar
5/19/15 and 5/21/15 at 1:00 PM ET

Fidelity is offering two webinars focusing on social security. This webcast will help you:

- Understand the importance of Social Security in your savings plan
- Take the steps you need to maximize your claiming strategy
- Plan for your retirement income

Harvard Pilgrim Services

Two new preventative services are now being covered by Harvard Pilgrim through the Affordable Care Act. To read more about this, please see this notice from Harvard Pilgrim.

Notice

Harvard Pilgrim Member Services will close for regular business at 1:00 PM on Friday, 5/22/15. Member Services Representatives will be available during the afternoon of 5/22/15 for urgent requests. We apologize for any inconvenience this may cause. Member Services will reopen following the Memorial Day holiday at 8 AM on Tuesday, 5/26/15.

Move It Monday is back!

Starting on Monday, 6/1/15, we will be outside on the track every Monday from noon to 1:00 PM, so lace up those sneakers and get ready to move to some of your favorite
Training & Development Opportunities

Are you looking to run more efficient meetings, present your ideas more clearly, or to be more confident when speaking to others? WPI Toastmasters can help. We are a supportive group dedicated to developing speaking and leadership skills in ourselves and others. Join us Wednesdays at noon in Kaven Hall room 204, and let Toastmasters help you:

- Become a better speaker and presenter
- Communicate with confidence
- Develop your leadership skills
- Listen effectively

For more information check out our website or contact Lori Kendall-Taylor at extension 6532.

EPAF Training

This training session is for those who would like to brush up on their Electronic Personnel Action Form data entry, or for those who have never completed an EPAF and need an introduction.

Register to attend a training session... and bring your EPAFs! Also, check out our EPAF page on the HR site for training videos and resources.

Blogging 101

Are you unsure of what a blog is? Have you always wanted to write one, but don’t know where to start? Well, you’re not alone. Sometimes we let the fear of not knowing overtake our ability to complete a task in which we want to be involved. Writing a blog doesn’t have to be as daunting as you think.

Register to attend this interactive session to:

- Understand the basics
- Learn the different types and layouts
- Know why people and companies blog
• Explore the components of an RSS feed on a website
• Begin writing an actual blog post
• Discover how and where you can share it

Supervisor's Resource
Hosted by Cindy Lindberg, Director of Human Resources and held the last business Thursday of each month from 2:00 PM - 3:00 PM, the Supervisor's Resource is designed to provide a forum for discussion or a place to get answers on best practices. Contact Melissa Luzzo if you are interested in attending. Held 5/28/15 in Forkey Conference Room, Harrington Auditorium.

PAYROLL DEADLINES

Due to the upcoming Memorial Day Holiday, please note the earlier due date for staff timesheets. Also, please use the summer hour earn code for summer hours on staff timesheets.

STUDENTS:

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May 15, 2015

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